

26 January 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)
THRU: Comptroller
SUBJECT: Substitution of Collating Machines for Printing and Reproduction Division Personnel.

1. The attached report indicates that four of the originally estimated five collating personnel have been relieved of collating duties and transferred elsewhere within the Printing and Reproduction Division. Inasmuch as these new machines must be broken in before maximum production is realized, no difficulty in eventual release of the fifth employee, as originally promised when the requisition was approved, is anticipated.

2. I would appreciate your advice as to whether or not we should continue to follow this project, or whether or not there is additional work which you wish us to do in connection therewith.

Acting Management Officer

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Attachment

Document No. 1

NO CHANGE in Class. ☒

☐ DECLASSIFIED

Class. CHANGED TO: SECRET

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Date: 170278 By: 025

~~CONFIDENTIAL~~

Acting Management Officer

JAN 25 1954

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**Reduction in Personnel by Printing and Reproduction Division
Resulting from Installation of Equipment.**

1. This report is a follow-up to that made under the date of August 17, 1953 in response to a memorandum dated July 16, 1953 from L. K. White, Acting Deputy Director of Administration to the Comptroller wherein he posed the following question in paragraph #1.

"The purchase of collating equipment has been approved, based on a representation that such equipment would reduce the Division's Table of Organization by five employees."

2. To date the anticipated reduction in collating personnel has not been fully realized. Neither has it been possible to discontinue the use of personnel from other sections within the Printing and Reproduction Division to assist in the assembling and stapling the [REDACTED] to assure meeting a shipping deadline. The contributing factors behind this delay in obtaining results are two fold:

a. The new collators did not arrive until about the middle of December 1953.

b. Trouble has been experienced in getting the collators set-up, properly timed and running without frequent stoppages.

However, in spite of these delaying factors, through the use of a third collator and a very limited use of the two new collators, four (4) collating personnel have been transferred to other work within the Printing and Reproduction Division thus reducing the number of employees assigned to collating from fourteen (14) to ten (10).

3. There is another delaying factor that has and still is causing concern, namely, the inability of [REDACTED] to send through stencils to the Printing and Reproduction Division in sequence. The result is that the collating of a given book cannot be started until all stencils for this book have been received and run. [REDACTED] are fully cognizant of the problem this irregularity in stencil delivery presents to the Printing and Reproduction Division in getting out the dailies and are making every effort to overcome the situation.

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4. During the past year there has been a tendency by [REDACTED] to increase the volume content of the [REDACTED] to a point that the Printing and Reproduction Division found it next to impossible to meet the night shipping deadline with the facilities in personnel and equipment at hand. The problem became more acute on those days when delays occurred in complete delivery of stencils. To rectify the situation a new working agreement was drawn up under the date of 21 December 1953 between [REDACTED] and Printing and Reproduction Division specifying a rearranged stencil delivery schedule, deadlines, and control of daily volume content. A copy of this agreement is attached.

5. Recommendations have been made to the Reproduction Plant management that:

a. Steps should be taken to better organize the work being laid out in preparation for the collating run and the pick-up of finished collated material in order to assure maximum machine production. The time of the machine operators should not be taken up with either of these operations.

b. A study should be undertaken to assure the utmost use of the machine collators when not in production on [REDACTED]. This problem to be approached simultaneously with the development of production on [REDACTED].

6. Although outside of the scope of this study it is deemed of sufficient importance to call attention to the dollar savings now being realized in the production of the [REDACTED] by the change over from 24 lb. bond paper @ \$2.75 per 100 sheets to a #1 sulphite stock @ \$1.50 per 100 sheets and the elimination of about 200 blank sheets of paper daily through the medium of dispensing with the requirement that sections start on odd pages. The dollar savings in paper stock amounts to approximately \$900 a week or \$47,000 yearly.

7. A concluding report will be rendered about 1 April 1954.

CONCURRENCE

[REDACTED]
Acting Management Officer

Enclosure

Agreement dated 21 December 1953

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